

City of Saint Paul
Budget Analyst Job Family Competency Matrix
 (Each competency builds upon the other as the class series progresses.)

Effective Date: January 8, 2009

Classification Titles	Budget Assistant Occupation Code: 630C B.U. 83, Grade 07R Salary Info	Budget Analyst Occupation Code: 631C B.U. 83, Grade 13R Salary Info	Senior Budget Analyst Occupation Code: 632C B.U. 83, Grade 19R Salary Info	Chief Budget Analyst Occupation Code: 633C B.U. 83, Grade 26R Salary Info
GENERAL DUTY STATEMENT	Performs entry-level professional fiscal management work involving the preparation and monitoring of operating and capital budgets. Assists in compiling and determining the impact of decisions on the annual City budget, projecting costs, revenues or proposals. Assists in reviewing and analyzing departmental financial requests. Performs related duties as required.	Performs intermediate-level professional fiscal management work in budget preparation and analysis. Assists in compiling the annual City budget, analyzing submissions and requests, and identifying problems and proposing solutions. Assists in preparing reports relative to budget requests. Advises, makes recommendations, and suggests ways of financing proposed changes in City operations. Performs related duties as required.	Performs advanced-level professional fiscal management work on budget analysis, including the design and implementation of statistical studies. Assists in compiling the annual City budget, analyzing submissions and requests, and identifying problems and proposing solutions. Acts as a liaison with Federal, State, metropolitan and County agencies, and private groups such as foundations and the United Way. Prepares applications for grants and guides their progress through the approval process. Performs related duties as required.	Performs expert-level professional fiscal management and supervisory work analyzing budget submissions and budgeting procedures to assure their compliance with standard accepted practices. Recommends new procedures that will improve the operation of the City's budget practices. Provides direction to Budget staff regarding assignments and work products. Takes charge of duties central to budget preparations, such as initializing tracking procedures and setting up monitoring measures. Provides City officials with information on the effect of proposed legislation on City financial programs. Performs related duties as required.
SUPERVISION RECEIVED	Works under the technical supervision of a unit supervisor.	Works under the technical, general, and/or administrative supervision of a unit or division manager.	Works under the technical, general, and/or administrative supervision of a unit or division manager.	Works under the general and/or administrative supervision and direction of a manager or a department director.
SUPERVISION EXERCISED	May guide or orient lower-level support, technical, or professional staff.	May exercise technical supervision over lower-level support, technical, or professional staff.	May exercise technical supervision over lower-level support, technical, or professional staff.	Exercises technical, general, and/or administrative supervision over assigned staff.

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TECHNICAL EXPERTISE:	<p>Demonstrates an understanding of the basic principles, terminology, procedures, and best practices of accounting, finance, and budget reporting. Demonstrates an ability to apply this understanding to effectively resolve routine problems associated with the work.</p> <p>Demonstrates a basic understanding of the current laws, rules, regulations, administrative policies, and procedures relating to City budget practices.</p> <p>Demonstrates a familiarity with the methods and applications of statistics to budgeting.</p>	<p>Demonstrates an understanding of the principles and practices of modern public accounting and municipal administration. Demonstrates an ability to apply this understanding to effectively identify and resolve normal problems associated with the work.</p> <p>Demonstrates an understanding of the current laws, rules, regulations, administrative policies, and procedures relating to City budget practices.</p> <p>Demonstrates an understanding of the methods and applications of statistics to budgeting.</p>	<p>Demonstrates an advanced understanding of the full range of modern principles of public finance, taxation, accounting, and municipal administration. Demonstrates an ability to apply this understanding to effectively identify and resolve the more complex problems associated with the work.</p> <p>Demonstrates an advanced understanding of the current laws, rules, regulations, administrative policies, and procedures relating to City budget practices.</p> <p>Demonstrates an advanced understanding of the full range of methods of research and analysis including statistics.</p>	<p>Demonstrates an expert understanding of the full range of modern principles and practices of large scale governmental accounting and public financial administration. Demonstrates this ability by taking charge of duties central to budget preparations and effectively identifying and resolving the most complex problems associated with the work.</p> <p>Demonstrates an expert understanding of the current laws, rules, regulations, administrative policies, and procedures relating to City budget practices.</p> <p>Demonstrates an expert understanding of the full range of methods of research and analysis including statistics.</p>
TECHNICAL EXPERTISE: Technology	<p>Demonstrates an understanding of job-required software applications, the internet, and department-specific procedures, and utilizes these tools in completing daily assignments.</p>	<p>Demonstrates an understanding of job-required software applications, the internet, and department-specific procedures, and utilizes these tools in completing daily assignments.</p>	<p>Demonstrates an advanced understanding of job-required software applications, the internet, and department-specific procedures, and utilizes these tools in completing daily assignments.</p> <p>Demonstrates an advanced understanding of technological advances in applications of assigned work area and assists in applying same.</p>	<p>Demonstrates an expert understanding of job-required software applications, the internet, and department-specific procedures, and utilizes these tools in completing daily assignments.</p> <p>Demonstrates an expert understanding of how to apply technological advances to work applications and lead others in applying same.</p>

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PROJECT AND PROGRAM MANAGEMENT, PRIORITIZATION, PLANNING, AND FINANCES	<p>Demonstrates an ability to quickly gain a basic understanding of the priorities and objectives of an assignment and an understanding of the Office of Financial Services' (OFS) mission and vision to perform assigned worked.</p> <p>Demonstrates an ability to resolve routine problems, ask for help, or notify supervisor of problems that cannot be resolved or decisions that need to be made.</p> <p>Demonstrates an ability to independently prioritize own work and be attentive to detail.</p> <p>Demonstrates a basic ability to gather, analyze, and organize information, make recommendations, and present recommendations to management.</p>	<p>Demonstrates an understanding of the priorities and objectives of project assignments and an understanding of the Office of Financial Services' (OFS) mission and vision to perform assigned worked.</p> <p>Demonstrates an ability to resolve the full-range of problems, ask for help, or notify supervisor of problems that cannot be resolved or decisions that need to be made.</p> <p>Demonstrates an ability to independently prioritize own work, be attentive to detail, and provide assistance to and coordinate of the work of others.</p> <p>Demonstrates an intermediate ability to gather, analyze, and organize information, conduct comparative analyses, make recommendations supported by identified facts, and present clear recommendations to management.</p> <p>Demonstrates an ability to assist in the planning and management of fiscal management projects. Demonstrates this ability by negotiating and meeting deadlines, defining, measuring and evaluating results.</p>	<p>Demonstrates an advanced understanding of the priorities and objectives of project assignments and an understanding of the Office of Financial Services' (OFS) mission and vision to perform assigned worked.</p> <p>Demonstrates an ability to resolve complex problems associated with the work.</p> <p>Demonstrates an ability to independently prioritize own work, be attentive to detail, and provide assistance to and coordinate of the work of others.</p> <p>Demonstrates an advanced ability to gather, analyze, and organize information, conduct comparative analyses, make recommendations supported by identified facts, and present clear recommendations to management</p> <p>Demonstrates an advanced ability to plan and manage fiscal management projects. Demonstrates this ability by negotiating and meeting deadlines, defining, measuring and evaluating results.</p>	<p>Demonstrates an expert understanding of the priorities, goals, and objectives of the department. Demonstrates an expert understanding of the operations, and of the Office of Financial Services' (OFS) mission and vision to apply to the work to achieve desired goals and objectives.</p> <p>Demonstrates an expert ability to resolve the most complex problems associated with the work.</p> <p>Demonstrates an ability to coach others in problem-solving and decision-making processes.</p> <p>Demonstrates an ability to meet deadlines, define, measure, and evaluate results, and appropriately prioritize and set deadlines for other's work.</p> <p>Demonstrates an expert ability to gather, analyze, and organize information, conduct comparative analyses, make recommendations supported by identified facts, and present clear recommendations to management.</p> <p>Demonstrates an expert ability to plan and manage fiscal management projects. Demonstrates this ability by negotiating and meeting deadlines, defining, measuring and evaluating results.</p>

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COMMUNICATION	<p>Demonstrates an ability to effectively listen, speak, write, and interact tactfully in a work group.</p> <p>Demonstrates an ability to follow basic oral and written instructions.</p> <p>Demonstrates an understanding of and respect for the diversity of customers, co-workers, and supervisors.</p>	<p>Demonstrates an ability to effectively listen, speak, write, and interact tactfully in a work group.</p> <p>Demonstrates effective public speaking and presentation skills.</p> <p>Demonstrates an ability to write reports that can be easily understood by the reader.</p> <p>Demonstrates an understanding of and respect for the diversity of customers and co-workers.</p>	<p>Demonstrates an ability to effectively listen, speak, write, and interact tactfully in a work group or with the public.</p> <p>Demonstrates effective public speaking and presentation skills.</p> <p>Demonstrates an advanced ability to write reports that can be easily understood by the reader.</p> <p>Demonstrates an understanding of and respect for the diversity of customers and co-workers.</p>	<p>Demonstrates an expert ability to listen, speak, write, interact and present at the highest level of effectiveness with elected officials, representatives of the public and private organizations, and the general public.</p> <p>Demonstrates ability to product effective and readable reports and other correspondence.</p> <p>Demonstrates an expert ability to write reports that can be easily understood by the reader.</p> <p>Demonstrates an understanding of and respect for the diversity of customers and co-workers.</p>
TEAM WORK, MANAGEMENT, AND LEADERSHIP	<p>Demonstrates an ability to be an effective team member by accepting assignments willingly, completing assignments within agreed upon time lines, and willingly assisting coworkers.</p> <p>Demonstrates an understanding of specific roles, responsibilities, and expectations of employees within the team.</p> <p>Demonstrates self management and accountability to assigned work group by exhibiting flexibility and adaptability, maintaining a positive work image, and producing quality work products in a timely manner.</p>	<p>Demonstrates an ability to be an effective team member by accepting assignments willingly, completing assignments within agreed upon time lines, and willingly assisting coworkers.</p> <p>Demonstrates an understanding of specific roles, responsibilities, and expectations of employees within the team.</p> <p>Demonstrates self management and accountability to assigned work group by exhibiting flexibility and adaptability, maintaining a positive work image, and producing quality work products in a timely manner.</p>	<p>Demonstrates an ability to support the efforts of the team by consistently modeling a positive, proactive work ethic, being motivated, showing initiative, and asking for or offering assistance to team members.</p> <p>Demonstrates anticipatory leadership by understanding specific roles, work responsibilities of others, and anticipating how to effectively work together to accomplish the team's assigned tasks.</p> <p>Demonstrates effective team membership by being self-motivated, accepting of assignments, and routinely taking the initiative to take on projects or other work assignments.</p>	<p>Demonstrates an ability to support the efforts of the team by consistently modeling a positive, proactive work ethic, being motivated, showing initiative, and asking for or offering assistance to team members.</p> <p>Demonstrates an ability to transfer expert knowledge to others and positively influence managers, supervisors, and employees.</p> <p>Demonstrates an ability to establish and maintain a positive working relationship with supervisor and unit employees, maintaining two-way communications, producing consistent results, advocating for the unit when appropriate, and offering expertise to improve processes, systems, and the organization.</p>

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CUSTOMER SERVICE	<p>Demonstrates an ability to assist in identifying the service needs of a diverse group of internal and external customers and effectively respond to those needs.</p> <p>Demonstrates an ability to learn from coworkers to continuously improve customer service.</p>	<p>Demonstrates a commitment to customer service. Demonstrates an understanding of services provided and assists in setting the service standard.</p> <p>Demonstrates an ability to learn from coworkers to continuously improve customer service.</p> <p>Demonstrates an ability to promote effective customer service through example and coordinate customer service efforts.</p>	<p>Demonstrates a commitment to customer service. Demonstrates an understanding of services provided and sets the service standard.</p> <p>Demonstrates an advanced ability to identify the service needs of a diverse group of internal and external customers and effectively respond to those needs.</p> <p>Demonstrates an ability to promote effective customer service through example and coordinate customer service efforts.</p>	<p>Demonstrates a commitment to customer service. Demonstrates an understanding of services provided and sets the service standard.</p> <p>Demonstrates an expert ability to identify and anticipate customer service needs and to appropriately respond to the most complex and difficult customer issues.</p> <p>Demonstrates an ability to coordinate complex customer requests involving individuals or groups.</p>
Requirements				
EDUCATION, CERTIFICATION, & REGISTRATION	<p>A Bachelor's Degree in Public Administration, Finance, Business Administration, Economics, or a closely related field. No substitution for education.</p> <p>Preferences:</p> <p>Courses in finance, budget analysis, and policy analysis would be helpful for success in a Budget Assistant position. In addition, specific coursework in public budgeting and finance, organizational design, cost-benefit analysis, and statistical analysis would be preferred.</p>	<p>A Bachelor's Degree in Public Administration, Finance, Business Administration, Economics or a closely related field and three (3) years experience as a Budget Assistant, Accountant I, or equivalent or three (3) years of related experience in Government Finance.</p> <p>A Master's Degree in Business Administration, Public Administration, Economics, or a related field may be substituted for the two (2) years of related experience. No substitution for education.</p>	<p>A Bachelor's Degree in Public Administration, Finance, Business Administration, Economics or a closely related field and three (3) years of experience as a Budget Analyst or equivalent.</p> <p>A Master's Degree in Business Administration, Public Administration, Economics, or a related field may be substituted for the two (2) years of related experience. No substitution for education.</p>	<p>A Bachelor's Degree in Public Administration, Finance, Business Administration, Economics or a closely related field and three (3) years of experience as a Senior Budget Analyst or equivalent.</p> <p>A Master's Degree in Business Administration, Public Administration, Economics, or a related field may be substituted for the two (2) years of related experience. No substitution for education.</p>